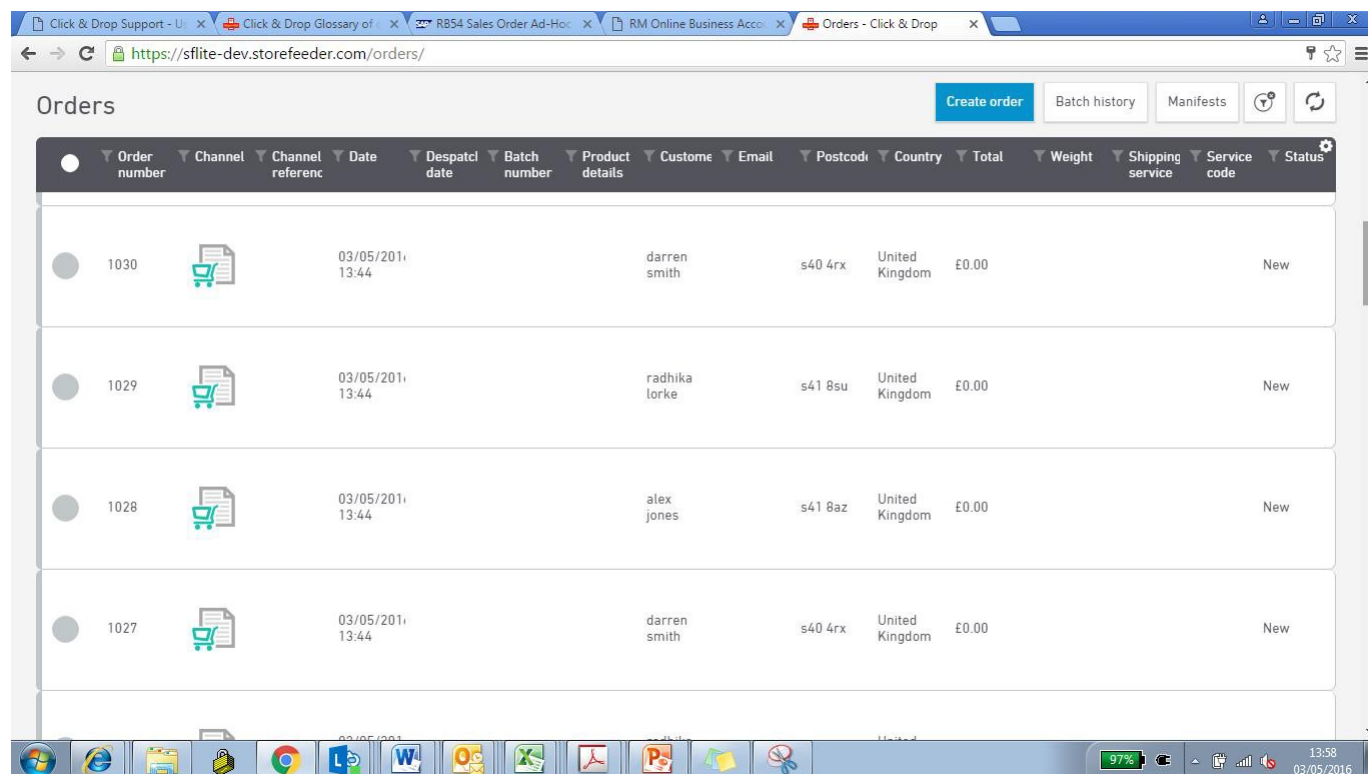




How to process multiple orders
(batch orders) and manifest
them in Click & Drop

How to process multiple orders (batch orders) and manifest them in Click & Drop

Create an order manually or download your orders from marketplaces in Click & Drop.

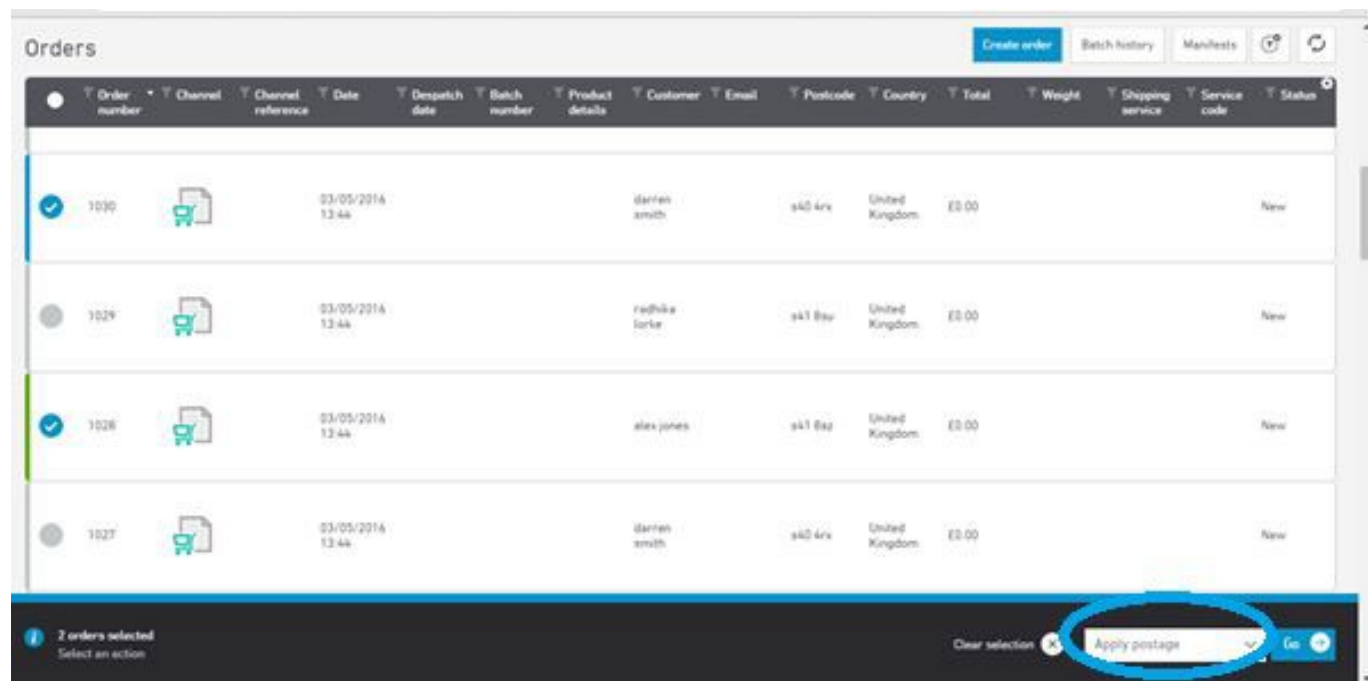


The screenshot shows the 'Orders' page in the Click & Drop interface. The page has a header with 'Create order', 'Batch history', and 'Manifests' buttons. Below the header is a table with columns: Order number, Channel, Channel reference, Date, Despatch date, Batch number, Product details, Customer, Email, Postcode, Country, Total, Weight, Shipping service, Service code, and Status. The table contains four rows of orders, all with a status of 'New'.

Order number	Channel	Channel reference	Date	Despatch date	Batch number	Product details	Customer	Email	Postcode	Country	Total	Weight	Shipping service	Service code	Status
1030			03/05/2016 13:44				darren smith		s40 4rx	United Kingdom	£0.00				New
1029			03/05/2016 13:44				radhika lorke		s41 8su	United Kingdom	£0.00				New
1028			03/05/2016 13:44				alex jones		s41 8az	United Kingdom	£0.00				New
1027			03/05/2016 13:44				darren smith		s40 4rx	United Kingdom	£0.00				New

Select any of your orders that have the same criteria, such as weight, format and service that you want to use to send the items.

Now check that 'Apply Postage' is in the selection box and click on 'Go'



The screenshot shows the 'Orders' page with two orders selected, indicated by blue checkmarks in the selection column. The 'Apply postage' button in the bottom right corner is circled in blue. The table data is the same as in the previous screenshot.

Order number	Channel	Channel reference	Date	Despatch date	Batch number	Product details	Customer	Email	Postcode	Country	Total	Weight	Shipping service	Service code	Status
1030			03/05/2016 13:44				darren smith		s40 4rx	United Kingdom	£0.00				New
1029			03/05/2016 13:44				radhika lorke		s41 8su	United Kingdom	£0.00				New
1028			03/05/2016 13:44				alex jones		s41 8az	United Kingdom	£0.00				New
1027			03/05/2016 13:44				darren smith		s40 4rx	United Kingdom	£0.00				New

Select the orders again, if you are sure that these 2 orders contain the same criteria.
Ensure that 'Apply Postage' is selected and click on 'Go'

Orders / Apply postage Generate labels for all orders

Order number	Date	Customer	Shipping address	Shipping country	Weight	Size	Shipping service
✓ 1022	03/05/2016 13:44	alex jones	1 highfield lane United Kingdom s41 8az	United Kingdom	⚠	⚠	⚠
✓ 1024	03/05/2016 13:44	darren smith	2 hutton drive United Kingdom s40 4rx	United Kingdom	⚠	⚠	⚠

[Back to orders](#)

2 orders selected
Select an action from the menu

Clear selection **Apply postage** **Go**

Enter the weight, format and service to be used details for the orders selected.

Step 1. Enter the package weight and choose the correct package size

Package weight
250 grams kg

Package size

Letter

Max weight: 100g
Max length: 24cm
Max width: 18.5cm
Max depth: 0.5cm

Large letter

Max weight: 750g
Max length: 35.3cm
Max width: 25cm
Max depth: 2.5cm

Parcel

Max weight: 20kg
Max length: 61cm
Max width: 46cm
Max depth: 46cm

Step 2. Choose a service

Select	Provider	Service	Service code	Delivery speed	Compensation	Feature
☐		Royal Mail 1st Class See details	BPL1	24 hour (next working day)	Up to £20	
☐		Royal Mail 2nd Class See details	BPL2	48 hour (2 working days)	Up to £20	
☐		Royal Mail 1st Class Signed For See details	BPR1	24 hour (next working day)	Up to £50	Signed For included
☐		Royal Mail 2nd Class Signed For See details	BPR2	48 hour (2 working days)	Up to £50	Signed For included
☒		Royal Mail 24 See details	CHL24	24 hour (next working day)	N/A	Signed For optional
☐		Royal Mail 48 See details	CRL48	48 hour (2 working days)	N/A	Signed For optional

Scroll down the page and select an 'service specific options' if required, and then select the tick box to confirm that you are not sending any prohibited goods, and then click on 'Apply'

☐	 Tracked 24 See details	TPN24	24 hour (next working day)	Up to £50	Tracked, Signed For optional, Email/SMS notification
☐	 Tracked 48 See details	TPS48	48 hour (2 working days)	Up to £50	Tracked, Signed For optional, Email/SMS notification
☐	 Royal Mail Tracked 48 LBT High Volume See details	TRL48HV	48 hour (2 working days)	Up to £50	Tracked, Signed For optional, Email/SMS notification
☐	 Royal Mail Tracked 24 LBT High Volume See details	TRM24HV	24 hour (next working day)	Up to £50	Tracked, Signed For optional, Email/SMS notification
☐	 Royal Mail Tracked 24 LBT See details	TRN24	24 hour (next working day)	Up to £50	Tracked, Signed For optional, Email/SMS notification
☐	 Royal Mail Tracked 48 LBT See details	TRS48	48 hour (2 working days)	Up to £50	Tracked, Signed For optional, Email/SMS notification

Step 3. Choose service-specific options

☐ Obtain a signature upon delivery
 ☐ Provide SMS notification to the recipient 
☐ Provide email notification to the recipient 

Step 4. Confirm and submit

☒ I confirm that I am not sending anything which is prohibited or restricted in the UK or overseas.
Please read about our [prohibited](#) and [restricted](#) goods.

Please read our [Terms & Conditions](#) before continuing

You will now see this screen, confirming that postage has been applied to the selected orders.

If you want to generate the labels now, you can or you can go back to your Orders to batch other items before printing any labels.

In this example, we are going to print the labels.

Select the orders that you want to print labels for.


Click & Drop™

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[Dashboard](#) | [Orders](#) | [Products](#)

Orders / Apply postage Generate labels for all orders

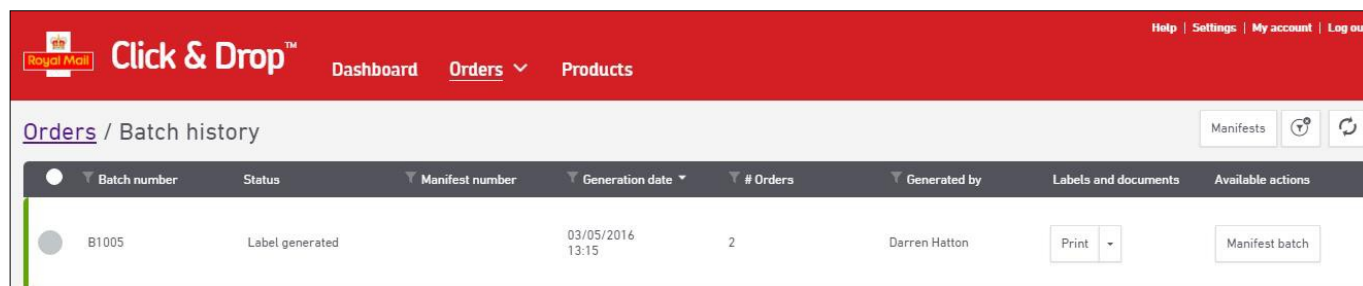
Order number	Date	Customer	Shipping address	Shipping country	Weight	Size	Shipping service
1022	03/05/2016 13:44	alex.jones	1 highfield lane United Kingdom s41 8az	United Kingdom	250g	Large letter	Royal Mail 24
1024	03/05/2016 13:44	darren.smith	2 halton drive United Kingdom s40 4ns	United Kingdom	250g	Large letter	Royal Mail 24

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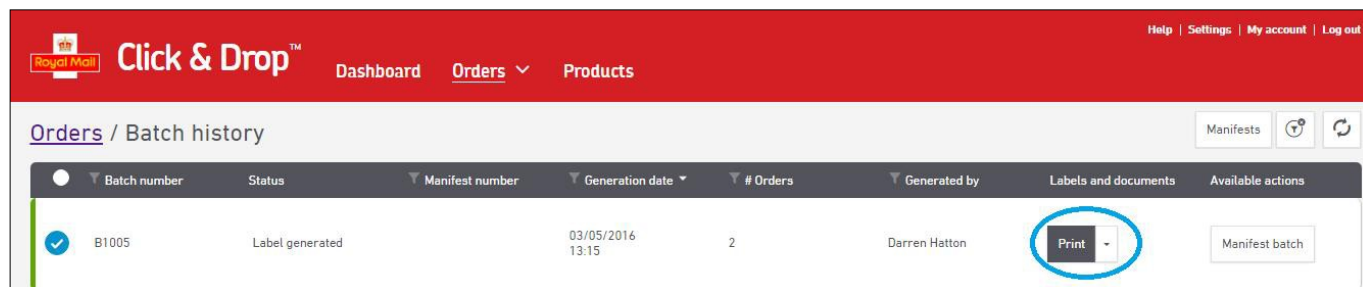
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You will then be taken to this screen, where you select the 'batch' that you want to print the labels for.

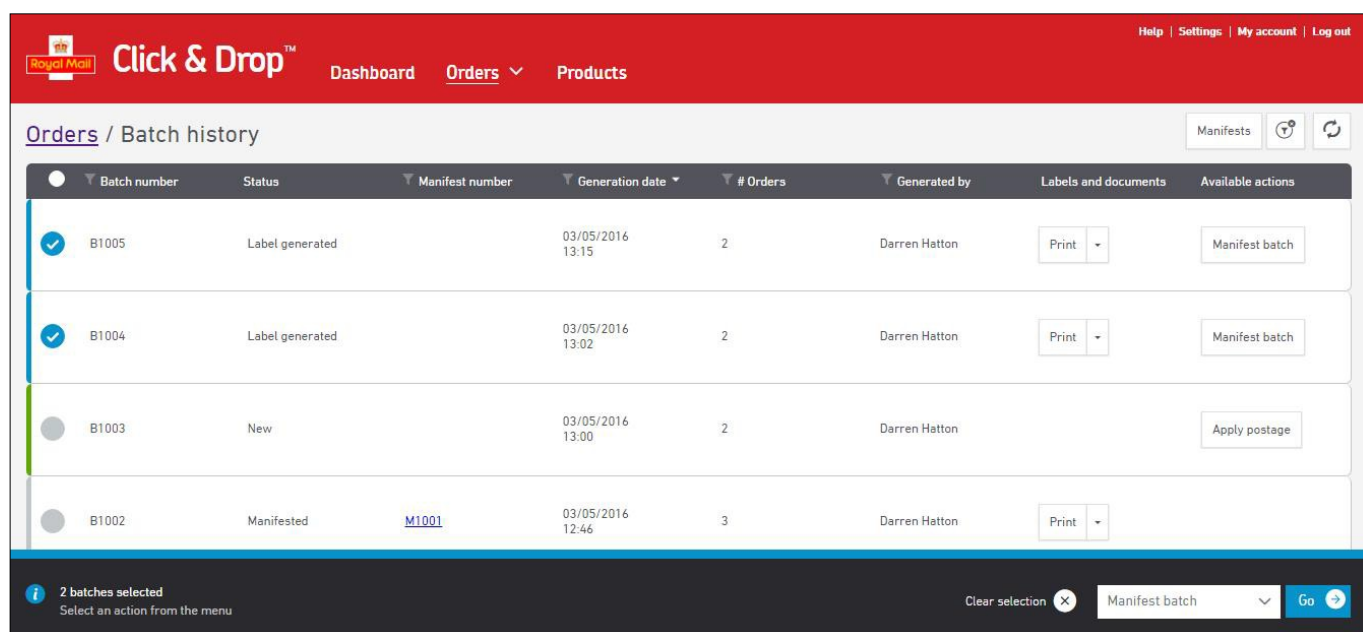


And click on 'Print'.



Once your labels have been generated, click on Manifest batch, if you are only sending that batch out today.

If you have other batches to create, you can manifest all batches at once instead of individually, to do this in this screen, select all the batches you want to manifest.



Then at the bottom of the screen, make sure that 'Manifest batch' is selected and click on 'Go'.

A manifest will be generated and the screen will refresh to show the OBA order number and the status of the Manifest as 'Completed'.

